

SUMMARY OF DISTRICT ALLOCATION PROCESS

The **District Allocation and Authorization Form** is a two-page document that is filled out by the foster/adoptive parent, or in some circumstances by a caseworker/MCF Regional Coordinator involved with the family, **prior** to particular training events.

A District Allocation and Authorization Form must be filled out and processed for each training event in the following circumstances:

- a) If there is a registration fee for training, and the foster/adoptive parent wants to have that fee paid or reimbursed by BCFS, then the Program Administrator in that parent's District must authorize the use of District Allocation Account Funds.
- b) If the total anticipated expenses for the training exceed \$100 the foster/adoptive parent must get a caseworker/MCF Regional Coordinator **and** Licensing/Adoption/MCF Supervisor's authorization.
- c) If a foster/adoptive parent must use **more than one** childcare provider, the parent must get a caseworker/MCF Regional Coordinator **and** Licensing/Adoption/MCF Supervisor's authorization before attending the training. If child care expenses, added to other training-related expenses such as mileage, equal \$100 or more, then the parent would need to get authorization as noted in circumstance (b) above.
- d) When a foster/adoptive parent's situation requires overnight lodging/meals, the parent must get a Licensing/Adoption/MCF Supervisor's authorization.

If the circumstances listed above do not apply, then no District Allocation and Authorization Form needs to be filled out or processed.

There is a worksheet on the back of the *District Allocation and Authorization Form* that can assist foster/adoptive parents to anticipate what their expenses would be to attend a particular training. Each section on the worksheet helps a parent arrive at the estimated totals, and helps the parent to decide whether he/she would qualify for reimbursement in that area. The totals from the worksheet would then be written on the front of the form, and this information would be passed through the appropriate staff within the foster/adoptive parent's local District office for approvals.

Once the foster/adoptive parent has received the appropriate signatures, the form should be sent to Attn: AFFT In-Service, CWTI, 295 Water Street, Augusta, ME 04330. When foster/adoptive parents attend training sponsored by CWTI, they will be provided with University of Maine System Travel Expense Voucher forms at the training site. It is on these expense vouchers that foster/adoptive parents submit their actual training-related expenses (mileage, child care, registration fees, and if applicable, lodging/meals expenses) with receipts. When the expense voucher is received at CWTI, it is matched up with the *District Allocation and Authorization Form* and the paperwork is processed. If the necessary approvals via the *District Allocation and Authorization Form* have not been obtained, this delays reimbursement, and in some cases, could mean that unauthorized expenses cannot be reimbursed.

District Allocation and Authorization Form for Foster & Adoptive Parents Training

Required for any reimbursement requests meeting the guidelines below

Program Administrator authorization is required for the following circumstance:

- ◆ FP training/workshop Registration Fees (fees will come out of District Allocations account)

Licensing Supervisor authorization is required for the following circumstances:

- ◆ Any total anticipated expenses exceeding \$100
- ◆ Child Care Reimbursement for **more than one** provider
- ◆ Lodging/Meals Expenses

FOSTER PARENT(S) INFORMATION

Name of Parent(s) Attending Training/Workshop

Social Security Number(s)

Address of Parent(s)

Telephone

Agency Affiliation, if any

TRAINING INFORMATION

Title of Training/Workshop

Date(s) of Training/Workshop

Training/Workshop Location

REGISTRATION FEES/ANTICIPATED EXPENSES (Use Anticipated Expenses Worksheet on back)

Registration Fees	\$ _____	Mileage	\$ _____
Child Care	\$ _____	Lodging/Meals	\$ _____

AUTHORIZATIONS

Caseworker/Regional Coordinator signature

Prog. Admin/Licensing or Adoption Supervisor signature

Caseworker/Regional Coordinator (print name)

Prog. Admin./Licensing or Ado. Supervisor (print name)

Date

Phone No.

Date

Phone No.

Return Completed Form to: AFFT In-Service, CWTL, 295 Water Street, Station 11, Augusta, ME 04330
Phone: (207) 626-5232 or Fax: (207) 626-5210

ANTICIPATED EXPENSES WORKSHEET

<input type="checkbox"/>	<p style="text-align: center;"><u>REGISTRATION FEES</u></p> <p>You <u>must</u> attach training/workshop brochure or flyer. ARE PARENTS REGISTERED? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Note: If registration has already been paid, please attach receipt to expense voucher when submitting expenses for payment. Original receipts are required.</p> <p>_____ Registration Fee X Number Attending = Total Registration Costs</p>
<input type="checkbox"/>	<p style="text-align: center;"><u>MILEAGE EXPENSE</u></p> <p>Mileage for Foster Parents, and for Adoptive Parents receiving adoption assistance, will be reimbursed at the state rate (currently \$0.32/mi.) from residence to training and return. The mileage chart of DeLorme Maine Atlas and Gazetteer will be used to validate travel distances. Incidental travel charges, such as tolls and parking fees, are eligible for reimbursement; a receipt must accompany charges over \$3.00.</p> <p>_____ Total Miles X \$.32/mi = Total Mileage</p>
<input type="checkbox"/>	<p style="text-align: center;"><u>CHILDCARE EXPENSE</u></p> <p>Childcare is reimbursed in accordance with the DHSTI travel policy. Note all childcare expenses on the USM/CWTI travel voucher with original receipts attached. The maximum allowed is \$6.50/hour for all children in the home. Covered are all hours attending training, commuting to and from training. If training requires an overnight stay, the maximum reimbursement for overnight childcare is \$25/night. If more than one childcare provider is used, approval must be received by the caseworker assigned, <u>prior to the training event</u>. Private agencies are responsible to reimburse foster parents contracted through their agency.</p> <p>_____ Hours X Hourly Rate = Hourly Child Care</p> <p>_____ Overnights X \$25 per Night Maximum = Overnight Child Care</p> <p>_____ Total Hourly + Total Overnight = Child Care Expense</p>
<input type="checkbox"/>	<p style="text-align: center;"><u>LODGING/MEALS EXPENSE</u></p> <p>Foster Parents requesting lodging for attending a training event must first get approval from their caseworker. The caseworker will ensure all lodging/meal requests fall within guidelines set by the DHSTI travel policy. Once approved, the Foster Parent will make all reservations and will be reimbursed by CWTI via the travel voucher. <u>Original receipts are required.</u> Foster Parents should ask for the state rate when making reservations, and follow the maximum per diem rates for the geographical location of the area where the lodging is booked.</p> <p>Lodging costs are not reimbursable unless the following criteria are met:</p> <p style="padding-left: 40px;"><i>For Foster/ Adoptive Parents attending a training outside the DHS region of residence:</i></p> <p>A. Is the training program required to obtain or maintain licensing certification? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>B. Is the training program at least 75 miles from the foster parent's residence? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>C. Is this the only comparable training program available within 75 miles of the foster parent's residence in a time frame acceptable to the licensing process? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="padding-left: 40px;"><i>For Foster/Adoptive Parents attending a training within the DHS district of residence:</i></p> <p>When attending a two-day program, where the training is more than 75 miles from the parent's residence, lodging costs for the evening <u>during</u> the training will be reimbursed.</p> <p>Maximum overnight rates for allowable lodging are: \$45/night/single or \$65/night/double.</p> <p>Meal costs are only reimbursable when there is an allowable overnight.</p> <p>Maximum rates for allowable meals are: \$4 for breakfast, \$6 for lunch, and \$12 for dinner (Receipts must be submitted for meal reimbursement).</p>